

TRANSPORTATION ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the overall daily routing and scheduling of all pupil transportation needs using a computerized routing system in partnership with our transportation vendors. Under the general supervision of the Director of Transportation, an employee in this class coordinates activities involved in the constant revision of bus routes for all contract vehicles. This includes responsibility for the scheduling and routing of all field trips. The incumbent also is responsible for the maintenance of a record-keeping system for the collection of data, with a focus on identifying needs and trends in a cycle of continuous improvement. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Operates and maintains the district computerized fleet routing and scheduling program;
- Assists the Director of Transportation in the development and revision of computerized bus routes in accordance with district policies and State Education Department guidelines for public, non-public and special-needs students;
- Works with transportation office personnel and transportation vendors on bus route changes and modifications;
- Manages all scheduling and routing for school and district-level field trips;
- Works with school office staff to add, delete, modify or otherwise maintain student information database;
- Schedules routing times and bus stops by computation of bus capacity, travel time and student numbers for both public and non-public pupils in the district;
- Performs general office duties such as filing, answering phones and processing invoices;
- Confers with parents and guardians, school personnel, contractors and the general public, and replies to inquiries, handles complaints and resolves problems concerning student transportation;
- Maintains records of students transported and expenditures as required for the completion of state aid forms;
- Generates a variety of records and reports for district administration, Department of Motor Vehicles and the State Education Department;
- Utilizes word processing, spreadsheets and computerized databases;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the geographic and street locations within the school district;
- Good knowledge of standard transportation methods and the operation of bus fleets;
- Good knowledge of computerized routing and scheduling system and all of the program components;
- Good knowledge of office methods and procedures;
- Working knowledge of State Department of Transportation rules and regulations, local and State Education Department policies and regulations with respect to student transportation;
- Ability to use word processing and spreadsheet software;

- Ability to interpret and apply local and state regulations with respect to student bus transportation and state aid formulas;
- Ability to plot right turns, left turns, stops, bus run times from beginning to end of bus route by using a computerized program;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree three (3) years of general clerical experience, one (1) year of which must have been in either a school district customer service role or working with school district transportation software; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree five (5) years of general clerical experience, two (2) years of which must have been in either a school district customer service role or working with school district transportation software;
- C. Graduation from high school or possession of a general equivalency diploma and seven (7) years of general clerical experience, three (3) years of which must have been in either a school district customer service role or working with school district transportation software; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C) above.